

## **Paper Flow Procedures for Faculty Release Time**

1. Coordinator will prepare the release time forms according to information detailed in the budget.
2. A Purchase Order number will be assigned to Faculty Release Time form **prior** to distribution of NOA and FRT form. This PO number is necessary for tracking purposes and can be obtained one of two ways:
  - a. E-mail form to Cris, she will assign a PO number and e-mail it back
  - b. Get PO directly from PO book at Cris' desk
3. Once the PO is assigned to the Faculty Release Time form, it can be distributed to the PI and Budget Manager along with the NOA.
4. The status entry on the FRT log will reflect "Out". A copy of the FRT log will be in the sponsored programs shared folder for you to view anytime and updated weekly.
5. The Purchase Order for FRT salary and benefits will be encumbered shortly after distribution of the NOA.
6. Once the release time forms are received back from campus with all necessary signatures to ASC Sponsored Programs, the coordinator will verify the salaries in 8187 and also benefits 8291. Once verified, the coordinator will initial and give the original form to Cris to update the database log status to "RCV" (received) and file into the "Open FRT" book and hold until invoicing at the end of the respective semester. Reimbursements for Fall semester will be in December, Spring semester in May.
7. Once the semester has been completed, a check request will be generated for FRT reimbursement to the University. Prior to processing this reimbursement check, a status report will be sent to each budget manager of each school for final verification of actual release time being taken of each releasee, and any FRT forms still outstanding. Any changes or possible cancellations of FRT must be noted on the status report. Whether or not changes have been made, the status report must be received back with the Budget Managers OK before check for reimbursement will be processed.
8. Once the check is cut a copy of the spreadsheet and check will be sent to Rima Tan with the breakdown of each school for deposit information. The check will go to cashiers.
10. The FRT log status entry will be updated to "paid" to reflect FRT reimbursed.
11. Student assistant will make copy of check and all back up for project files.